



## Care of the Ill Boarder

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THIS POLICY APPLIES TO MILLFIELD.

All boarders must be registered with the School Medical Officer in accordance with school policy on Medical Care. Details of medication prescribed to students in Years 9,10 and 11 will be passed to the relevant boarding house. This information must be kept in a file which is accessible to the boarding staff. Details of medication prescribed to Lower Sixth and Upper Sixth students will be held in a file at the Millfield Medical Centre.

Details on the procedure for gaining access to medical advice from the Medical Centre are posted or given verbally in each house. All houses will assess needs before sending boarders to the Medical Centre, this is known as House Surgery and occurs every day (students will not access the Medical Centre unless sent by the appropriate member of staff). The Medical Centre will communicate via e-mail to the appropriate house, and record electronically, when medicine is administered. Details of medication issue in boarding houses will be recorded electronically, with the Medical Centre having access to this information.

It is the boarders' responsibility to carry relevant emergency medication (e.g. Epipen, anti-histamine, inhalers and diabetic medication) at all times. All Houses have areas to securely store first aid equipment and 'over the counter' remedies as listed in the General Boarding Handbook. Boarders' individual medical records are held in the Medical Centre. Any unused medication must be returned to the Medical Centre who will then arrange for its disposal. The Medical Centre will offer training every two years for all house staff on administration of medicines and emergency medical procedures in house.

The HsM will keep a file of student health declaration forms listing boarders who are self-administering and where their medication is kept. This file is made available to duty staff in the House so they can deal with relevant medical emergencies. The HsM should keep a file of Medical Protocols. Parents/boarders should inform their HsM or the Medical Centre if a boarder has been ill during the holidays or/and exeat and advise on medical input received.

### **Medical Emergency Procedures (including First Aid)**

In the case of a medical emergency staff will follow the following protocol:

- Member of staff investigating the emergency will assess the situation
- If the situation is life threatening contact the emergency services on 999. It is the responsibility of the attending staff member to make this call
- Member of staff will either contact one of the designated school first aiders (list and location in Boarding Handbook) or the HsM who will contact the relevant level of care
- The Medical Centre may be contacted on extension 4220
- The HsM should be alerted to any case that requires medical care (either Medical Centre or A&E)
- Any student transported to hospital via ambulance must be accompanied by an appropriate adult, ideally a member of their house staff
- The Deputy Head (Pastoral) or the Assistant Head (Student Welfare and DSL) should be contacted in the case of admission to hospital and parents/guardians will be informed by the Medical Centre

## **Chronic Care and Disability**

Parents should inform the school of any medical conditions, which could, affect their child in School in anyway. This information should be confirmed with the School during the school admissions process, or after a diagnosis is made.

The medical team will prepare, when necessary, a written health care plan for such pupils, involving parents, school staff and the relevant health care professional. This will include, but is not limited to:

- a) Details of pupil's condition
- b) Special requirements e.g. dietary need pre-activity precautions
- c) Medication and any side effects
- d) What to do, and who to contact in an emergency.

One copy will be sent to the students boarding house, and a copy will be retained in the Medical Centre.

## **Medical care in the house**

The Medical Centre will communicate with house staff in all cases and update the child's Welfare Plan. All houses will hold a standard first aid kit. It is the responsibility of house staff to check the contents of the kit and order replacement items as required via the intranet. All houses will hold a supply of OTC medication issued by the Medical Centre. Replacement medication must be ordered via the intranet. At the end of each academic year, all OTC items in house are returned to the Medical Centre; and a new set of medications issued. All houses will hold emergency contact details (and some Medical Records) on each boarder.

THE HSM IS NOT EXPECTED TO BE A MEDICAL EXPERT BUT SHOULD ACT AS A PARENT CARING FOR THEIR CHILDREN – ADVICE IS ALWAYS AVAILABLE FROM THE MEDICAL CENTRE STAFF.

## **Medical care at the Medical Centre**

### **Medical Centre**

Direct Line	01458 444220
Glastonbury Surgery	01458 833666
Fax	01458 444479
Email	<a href="mailto:medical@millfieldschool.com">medical@millfieldschool.com</a>

### **Doctor's Surgery**

8:00am	MON, TUES, WED & FRI	Dr Richard Hughes
8.30am	THURS	Dr Jane Hazelwood

### **Additional duties during Autumn and Spring terms**

TUES	PM	Doctor surgery
WED	PM	Sports Injury Surgery
THURS	AM	Girls' medicals
SAT	PM	Sports Injury Surgery

1. The Medical Centre is staffed 24hrs a day throughout the school term.
2. The Medical Centre operates a triage system for surgeries. All students are initially seen by a School Nurse. For students under 16 years of age parental requests for a Doctor's appointment may be entered on the chit but, ideally, the Housemasters/mistress should inform the parent that their child will be referred to the Medical Centre and not specifically to the Doctor. Ultimately, it is the responsibility of the Medical Centre staff to ensure that the student is correctly managed.  
  
Doctor's appointments can be booked in advance or made through the triage system. Students under 16 years of age must see the HsM in the House morning surgery to collect a chit before attending the morning Medical Centre surgery. Students over 16 years of age are judged responsible for their own welfare and are not required to present chits. Post consultation with the doctor or nurse, the HsM will be contacted and updated regarding the student's condition.
3. House morning surgeries should be held to assess sick students, deal with minor ailments, dispense medication and refer students onto the Medical Centre if required.
4. The Medical Centre has 15 beds. Students with transient minor symptoms – headaches, painful periods etc. may "lie down", at Nurses's discretion, during the day. Students who are too sick to return to their houses will be admitted. Students with concussion, gastroenteritis, high fever, deteriorating asthma, worsening abdominal pain – or any student causing the HsM concern – will be clinically assessed and, if required, admitted for observation and treatment.
5. Housemasters/mistresses are provided with a controlled supply of over-the-counter (OTC) preparations to treat common ailments. A standard first aid kit is also kept in house. Both can be replenished as required, using the order form on the medical centre intranet site. Individual electronic student records listing all OTC and non OTC medications administered to students in house will be kept by HsM. Individual student health records will be kept in house.                      Controlled medication – see Storage and Administration of Controlled Drugs Policy.
6. **Medication brought from home must be declared by parents using the Medication in Boarding House Agreement Form. These are registered into the Medical I.T. system by the P.A. to the Deputy Head (Pastoral).**
7. Students may request repeat prescriptions for their regular medication by completing a prescription request form at the Medical Centre. Students in Years 9, 10 and 11 will have their prescriptions collected from the Medical Centre by a member of the house staff. Students in Lower Sixth and Upper Sixth will collect their own prescriptions from the Medical Centre.
8. All under 16 students requiring hospital transport – ambulance/car for admission, Casualty or Out Patients – must have an escort, preferably by a member of the house team. Ideally all students irrespective of age should be escorted.
9. The school private medical insurance scheme for students paid on a termly basis is at very reasonable cost and speeds up all necessary referrals.
10. The Medical Centre is responsible for arranging hospital, dental, and physiotherapy appointments. Orthodontic appointments to be handed over to matrons.
11. Asthma, routine immunisation and foreign travel immunisation clinics are regularly held at the Medical Centre.

**Useful hospital numbers:**

Musgrove Park, Taunton

01823 333444

Yeovil District

01935 475122

West Mendip Minor Injuries Unit

01458 836450

### **Collection of medication from Medical Centre**

- All prescription medication ordered for students in Years 9/10/11 will need to be collected and signed for from the Medical Centre by the HsM or other designated member of the house staff. Any orders for house OTC medication or First Aid supplies will also be included in this procedure.
- Prescription medication will be available for collection after 16.30hrs. Students will be emailed if there is a requirement to collect any medication.
- All medication should be stored in accordance with the Control of Medication in House Policy. EXCEPTIONS to this are inhalers, Epipens & diabetic medication which need to be held by the student. The decision has also been made, not to include the contraceptive pill in this process. Girls, irrespective of age will continue to collect and hold this medication.

### **Physiotherapy**

For Physiotherapy, contact [physioadmin@millfieldschool.com](mailto:physioadmin@millfieldschool.com)

### **Control of medicines in boarding houses**

To ensure good and safe practice for all lay members of staff in the boarding houses, who administer medicines to students.

1. Correct ordering of over the counter medication (OTC) and first aid supplies via intranet from the MMC.
2. Correct storage of medicines:
  - OTC medication is to be kept securely in a locked cupboard.
  - Prescribed medication is to be kept securely in a locked cupboard and only issued to a specific student. The prescribed medication must remain in the original container and the dispensing label must not be altered.
3. Administration of medication
  - Reason for administering
  - Check expiry dates
  - Dosage and action
  - Electronic individual student record
  - Route of administration
  - Allergies
4. Asthmatics should not be given ibuprofen unless directed by medical staff.
5. Precautions with prohibited substances in sport – advice to coach from specialist.
6. Prescription only medicines [POM's]
  - Years 9, 10, 11 – to be collected and administered by house staff.
  - L6th, U6th – to complete risk assessment in MMC following consultation with SMO.
7. Any sick children in house who cause concern, the HsM must contact MMC.
8. In the case of symptoms persisting or the use of regular medication of more than 48hrs the HsM to contact MMC.
9. **Medications from home to be handed to HsM with instructions, and a Medication in Boarding House agreement form must be completed.**

10. Controlled Drugs – see separate policy below.
11. Anaphylaxis and Epipen Guidelines.
  - To identify students in house who have been prescribed an Epipen and their allergy.
  - To cover basic signs and symptoms of anaphylaxis.
  - Administration of Epipen in an emergency situation.
12. Asthma inhalers issued to students will be held by students themselves in order to self-medicate when required, as instructed by medical staff.
13. Disposal - all medications that have expired or are no longer required must be returned to MMC.
14. Annual review and restocking of house medical cabinet contents by MMC.
15. All house members of staff who dispense medication to attend training sessions. They will be required to sign that they understand the drug, dose and effects of the medication that they are dispensing, and that they are willing and able to do so.

#### **Storage and administering of controlled drugs in boarding houses**

1. Assessment and prescribing of controlled drugs is by a hospital consultant only.
2. Termly review by Senior Medical Officer is recommended, an annual review with consultant is also requested by the Senior Medical Officer.
3. Controlled Drugs must be ordered, collected, and signed for from the MMC by the HsM/Matron. Parents may choose to provide their child with a supply of their medication (Controlled Drugs). These drugs must be handled directly to the HsM for safe keeping.
4. Administration records must be kept, using a student specific Controlled Drug Record Book, issued by the School Medical Centre.
5. The dosage must not be exceeded.
6. Students should avoid alcohol when taking controlled drugs (also to be age appropriate).
7. Please be aware that these drugs may cause sleeplessness if taken too late in the day. If there is a problem please contact the SMO.
8. Medication to be stored in a locked box within a locked container.

**CONTROLLED DRUG  
RECORD BOOK**

<b>NAME</b>
<b>DOB</b>
<b>HOUSE</b>

**OTC / Homely remedy list for boarding houses**

Medication	Indication	Dosage	Frequency	Max in 24 hrs
Paracetamol 500mg	Pain relief for mild to moderate pain/fever	1 tablet up to and including age 15.	Every 4-6 hrs	4 tablets
Paracetamol 1g	" " " "	2 tablets 16+	Every 4-6 hrs	8 tablets
Cetirizine	Allergy	One	Once daily	1
Magnesium Trisilicate	Indigestion/Heartburn	1 to 2 tablets	When required	6
Strepsils (sugar free lozenges)	Sore throat	One	Every 2-3 hrs	8
Ibuprofen 400mg	Pain relief	1 tablet	Up to 3 times daily	3
Savlon	Minor skin disorders	As directed	External use only	
Pseudoephedrine/Sudafed 60mg	Nasal/Sinus congestion	1 tablet (max 3 day course)	Not to be given to athletes who may be subject to a drugs testing programme	

**Medical Centre Contact No: 01458 444220 or Internal ext. 6220**

**Sick students in boarding houses**

**House surgeries must be held by Boarding House Staff each morning before school.**

**A. Students kept in House**

1. Those needing a rest day for minor ailments i.e. period pain, colds, convalescence, should be sent to bed under the care of the HsM/Matron.
2. Their names should be added to House absentee list in the normal way.
3. HsM/Matrons concerned about sick students in use should contact the Medical Centre to discuss the most appropriate plan of the medical care. Even with minor ailments e.g. cold symptoms, period pains, if a student has been unwell in house for 48 hours the medical centre should be contacted for advice.
4. This information will be recorded by the nurse, and advice will be given.

**B. Students sent to nurse**

1. Sick students about whom HsM/Matron need further medical advice should be sent to the Medical Centre.
2. **Under 16's must have a signed medical chit or email sent from HsM.**
3. The School Medical nurse will then decide if;

- the student should be admitted for care in the Medical Centre.
  - the student should have medication and then be sent to school.
  - the student should see the doctor.
  - the student should go back to House.
4. Nurses will inform the HsM/Matrons of all students that are returned to the house, and add their names to the Medical Centre absentee list.
  5. Additions to the absentee list, of those who have attended and been retained in the Medical Centre during the day will be entered on line by the Medical Centre.

Policy owner	Deputy Head (Pastoral) (KMW reviewed 02.09.22) and Senior Nurse
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